




UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

SEP 25 2008

MEMORANDUM FOR Secretarial Officers
 Operating Unit Heads

FROM: Deborah A. Jefferson 
 Director for Human Resources
 Management

SUBJECT: Public Affairs Directors' Performance Evaluation Rating Process
 for Fiscal Year 2008

Pursuant to Department Organization Order (DOO) 15-3, "Office of Public Affairs," dated February 23, 1995, the Director of the Office of Public Affairs (OPA) shall share with operating unit heads the responsibility for preparing periodic performance evaluations on each operating unit's senior public affairs officer. It is recognized that most plans do not contain a distinct critical element for use by OPA to provide input, however, the input is still required. Thus, for the current performance management cycle, the appointing authorities must ensure that due consideration is given the Director, OPA's, input in development of the employees' final ratings.

The details relative to the end-of-year performance appraisal procedure are outlined below:

1. The operating unit public affairs directors' annual performance plans must be provided to OPA by October 1, 2008.
2. On the basis of the plan requirements, the Director, OPA, will provide substantive narrative input on the employees' performance to the employees' rating officials and provide it to the appointing authorities by October 15, 2008.
3. The rating officials must consider the Director, OPA's, input and develop a final rating of record.

If you have any questions concerning the final rating process, please feel free to contact me on (202) 482-4807.

cc: Principal Human Resources Managers